

## Family Member Readiness Checklist

The following checklist will allow your family to organize medical information, administrative issues, and financial information during times of deployment. All of the following questions should be reviewed to prepare information about day-to-day activities.

### Medical

- Do you know the status of your spouse's civilian employer health and/or dental coverage?
- Are immunizations for each member of the family up-to-date?
- Are the names and the numbers of the medical facilities, physician, and dentist readily available?
- Do you have medical power of attorney?

### Personnel/Administrative

- Do you have copies of your spouse's military orders?
- Do you have a copy of your sponsor's Family Care Plan (FCP)?
- Are you listed in the unit family readiness group (FRG) telephone roster?
- Do you have the name and phone number of the key caller who can provide you with the unit information?
- Do you have a power of attorney to take any necessary action on important family matters?
- Do you know where federal and state tax forms are located and where to obtain tax assistance?
- Do you know the locations of insurance papers?
- Do you have an up-to-date will?

### Finance

- Will there be money readily available on a continuing basis during your spouse's absence?
- Do you currently have joint bank accounts with your spouse?

### Accounts Checklist

Type of Account	Name/Location	Comments
Checking		
Savings		
Money Market		
Other		

- Are all credit card numbers written down and located in a safe place?

### Credit Card Checklist

<b>Name of Credit Card</b>	<b>Account #</b>	<b>Telephone # and Address</b>

- Is all utility billing information organized?

### Billing/Utility Information

<b>Type of Payment</b>	<b>Account Number</b>	<b>Address</b>	<b>Phone Number</b>	<b>Comments</b>
Mortgage/Rent				
Telephone				
Water				
Electricity				
Trash				
Insurance				
Taxes				
Gas				
Auto				

### Transportation

- Are you familiar with the responsibilities for the automobiles?
- Is auto registration, titles, and license plate information in a known place?
- Do you have other transportation arrangements available in case of an auto emergency?